



Postal Registration No. N.E.-771/2006-2008

THE GAZETTE OF MEGHALAYA

PUBLISHED BY AUTHORITY

No. 51

Shillong, Thursday, December 22, 2016

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Separate paging is given on this part in order that it may be filed as a separate compilation.

PART-IX

Advertisements and Notices by Government Offices and Public Service

NOTICES

STANDARD FORM OF APPLICATION

Photo

Dated.....

To,

.....
.....

Sir,

I beg to apply for the post of
and furnish the facts as below. In case of any false statement, I am liable to any action Govt. may deem fit
and proper. A Treasury Challan of ₹..... vide T. V. No. is attached herewith.

Signature of the applicant.

- Full name in capital letters with aliases, if any, surname first (Please do not use any initials) :
.....
- Date of birth :
Year Month Date
- Place of birth :
Village/Town Police Station District
- Father's/Mother's and Husband's name (in case of married female) (Please do not use initials):
.....
- Personal description :
(a) Height : M Cm.
(b) Colour of eyes :
(c) Colour of hair :
(d) Visible distinguishing marks (if any) :
- (a) Permanent address in full: (b) Present address in full:
.....
.....
.....
(c) If you have not resided at the above address continuously for the last four years, please give the
other addresses where you have resided during the period:
.....
From To Address

7. Reference:

Name and address of two responsible persons in your locality who would be prepared to vouch for you:

.....

.....

8. Are you a citizen of India? If so, how? (Copy of a citizenship Certificate should be enclosed where necessary).

.....

9. Educational and other qualifications (Please attached copies of Certificates, Mark Sheets, etc.)

Sl. No.	Name of Institution	Date of entering	Date of leaving	Examination passed	Division	Subjects taken
1	2	3	4	5	6	7
1						
2						
3						
4						
5						

10. Community:

(a) State your religion:

(b) Are you a member of Scheduled Castes/Scheduled Tribes (Answer 'Yes' or 'No'. If 'Yes' give particulars supported by a Certificate (Copy to be enclosed).

.....

11. Present occupation, if any:

12. Previous appointment held, if any:

13. Are you a temporary/retrrenched personnel of temporary Department, Govt. of Meghalaya (Answer 'YES' or 'NO'. If 'YES' give particulars):

.....

14. Are you a trained in or a member of the National Cadet Corps/Territorial Army/Scout or Guides? If so, give particulars:

.....

15. Are you married or unmarried?

Signature

.....

NOTE:- (i) Modified vide Govt. O.M. No.PER(AR).123/78/143-A, dated 26th September, 2016.

(ii) Particulars are to be filled in below the Column in the space provided.

Nongstoin, the 30th September, 2016.

No.NCG.1/2009/Vol-I/1436.—Under Section 13(1) of the Meghalaya Co-operative Societies Act - 2015, the amendments shown below in the Bye-Law of the “**Lyngngam Nongtraï Multipurpose Co-operative Society Ltd.**” registered under the aforesaid Act on the 21st March, 2015 under No. NONG. 6/2015 in the District of West Khasi Hills, Nongstoin has been duly amended and registered in my office, this day the 30th Day of September, of the year Two Thousand Sixteen Anno Domini.

The Bye laws amended and registered this day are as follows:-

Bye Law No.7(1)	7(1) The society shall be managed by a Managing Committee, the Managing Committee shall consist not more than seven members including the Chairman and Vice-Chairman of the Society in which at least 2 (two) M.C. members must be women. The Secretary and Treasurer of the Society who appointed by the Managing Committee, if not already members of the Managing Committee shall also office bearers of the Committee with the same functions. Any <i>ex-officio</i> members appointed in accordance with Bye-Law 7(2) shall be additional member of the Managing Committee.
Bye Law No.7(2)	7(2) Exclusive of the <i>Ex-Officio</i> members of the Managing Committee shall be elected from those members who co-operative training or business activity as far as possible. The members of the Managing Committee shall retire annually, but shall be eligible for re-election. No member except than the <i>Ex-Officio</i> members shall hold office as a member of the Managing Committee for not more than 5 (five) years consecutively or be re-appointed within short interval less than two years without the approval of the Registrar of Co-operative Societies or his duty.
Bye Law No. 9(1) (b)	Each Share shall be Valued at Rs. 500/- (Five hundred) only to be Paid up within 30 days from the date of the notice allotment. Law subject to the provision of Bye-Law 5(3) shall allow the total number of Shares, which may be held by any other member, Members may increase their share holding at any time subject to provision or Bye-Law 5(2) Without further fee.
Bye law No.9 (3) (a)	The Society can borrow loan from Government, MCAB Ltd., or from any Nationalised Bank nearest to the Head Quarter of Society or as approved by the Registrar of Co-operative Societies. Loan may be raised for fixed period at such rate of interest and up to such an amount as may be determined by the Managing Committee. The Borrowing Power of the Society shall be 10 (ten) times from the Total Paid up Share Capital.

M. MARBANIANG,

Assistant Registrar of Co-operative Societies
West Khasi Hills District, Nongstoin.

Nongstoin, the 29th September, 2016.

No.NCG.1/2009/Vol-I/1394.—Under Section 13(1) of the Meghalaya Co-operative Societies Act - 2015, the amendments shown below in the Bye-Law of the “**Banman Primary Development Consumer Co-operative Society Ltd.**” registered under the aforesaid Act on the 13th November, 2013 under No. NONG. 1/2013 in the District of West Khasi Hills, Nongstoin has been duly amended and registered in my office, this day the 29th Day of September, of the year Two Thousand Sixteen Anno Domini.

The Bye laws amended and registered this day are as follows:-

Bye Law No.7(1)	7(1) The society shall be managed by a Managing Committee, the Managing Committee shall consist not more than seven members including the Chairman and Vice-Chairman of the Society in which at least 2 (two) M.C. members must be women. The Secretary and Treasurer of the Society who appointed by the Managing Committee, if not already members of the Managing Committee shall also be office bearers of the Committee with the same functions. Any <i>ex-officio</i> members appointed in accordance with Bye-Law 7(2) shall be additional member of the Managing Committee.
Bye Law No.7(2)	7(2) Exclusive of the <i>Ex-Officio</i> members of the Managing Committee shall be elected from those members who co-operative training or business activity as far as possible. The members of the Managing Committee shall retire annually, but shall be eligible for re-election. No member except than the <i>Ex-Officio</i> members shall hold office as a member of the Managing Committee for not more than 5 (five) years consecutively or be re-appointed within short interval less than two years without the approval of the Registrar of Co-operative Societies or his duty.
Bye law No.9 (3) (a)	The Society can borrow loan from Government, MCAB Ltd., or from any Nationalised Bank nearest to the Head Quarter of Society or as approved by the Registrar of Co-operative Societies. Loan may be raised for fixed period at such rate of interest and up to such an amount as may be determined by the Managing Committee. The Borrowing Power of the Society shall be 10 (ten) times from the Total Paid up Share Capital.

M. MARBANIANG,

Assistant Registrar of Co-operative Societies
West Khasi Hills District, Nongstoin.

Shillong, the 9th November, 2016.

No.CHKJB.2/80/Pt-I/184-A.—Under Section 13(2) of the Meghalaya Co-operative Societies' Act, 2015, the amendments shown below in the Bye-Law of “**St. Anthony's College Employees Mutual Benefit Co-operative Society Ltd.**” registered under the Meghalaya Co-operative Societies' Act 2015 (Act No. 11 of 2015) in the District of East Khasi Hills, Meghalaya, Shillong has duly registered.

The Bye-laws amended and registered this day are as follows:-

Complete Amendment of previous Bye-Laws.

Partial Amendment of Bye-Laws Nos.

Bye-Law No. 21(c)	No member can hold office as the member of the as the members of the Committee continuously for more than 5 (five) years nor be re-elected after five years without the break of one year. Should the members of the Managing Committee at any time fall below six a general meeting of the Society must be called to elect the members required to bring the number to nine.
Bye-Law No.35(b)	In case of emergency, the Secretary or Treasury can at his discretion sanction immediately an amount not exceeding ₹ 30,000/- (Rupees thirty thousand) only to a member on the basis of number of share held by the members. It is for this purpose a minimum amount of ₹ 30,000/- (Rupees thirty thousand) should be kept in the account of the Society. The Loans such granted should be ratified as soon as possible by the Managing Committee.

M. KHARBYNGAR,

Assistant Registrar of Co-operative Societies,
East Khasi Hills, Shillong.

Dated this 9th day of November
Two Thousand Sixteen.

Shillong, the 22nd November, 2016.

No.CHKJO.2/68/Pt-I/475-A.—Under Section 13(2) of the Meghalaya Co-operative Societies' Act, 2015, the amendments shown below in the Bye-Law of **“Pynursla Sub-Area Marketing Co-operative Society Ltd.”** registered under the Meghalaya Co-operative Societies' Act 2015 (Act No. 11 of 2015) in the District of East Khasi Hills, Meghalaya, Shillong has duly registered.

The following is the area of operation of the Society is remaining the same.

The Bye-laws amended and registered this day are as follows:-

Complete Amendment of previous Bye-Laws.

Partial Amendment of Bye-Laws Nos.

Certificate of Registration	<p>The Certificate of Registration from now onwards shall be read as:-</p> <p style="text-align: center;">GOVERNMENT OF MEGHALAYA FORM OF CERTIFICATE OF REGISTRATION (RULE 6(3))</p> <p>Certificate of Registration No.SHILL-33 of 1968 in the office of the Assistant Registrar of Co-operative Societies, East Khasi Hills District, Shillong.</p> <p>Under the Meghalaya Co-operative Societies' Act 2015.</p> <p>In the matter of application of Pynursla Sub-Area Marketing Co-operative Society Ltd. for registration of a Co-operative Society at Pynursla Village, P.O. Pynursla, East Khasi Hills District.</p> <p>I do hereby certify, that in pursuant to Section 11(2) of the Meghalaya Co-operative Societies' Act 2015, the said Society has been registered in my office as a Co-operative Society with Limited liability under the title “Pynursla Sub-Area Marketing Co-operative Society Ltd.” and numbered as SHILL. 33 of 1968, dated this the 6th day of August in the year One Thousand Nine Hundred Sixty Eight Anno Domini.</p>
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M. KHARBYNGAR,

Assistant Registrar of Co-operative Societies,
East Khasi Hills, Shillong.

Dated this 22nd day of November
Two Thousand Sixteen.

Shillong, the 28th November, 2016.

SHORT NOTICE INVITING TENDER

No.T/CS/55/2016-17/8910-921.—Sealed tenders to be eventually drawn in F-2 Form duly affixed with Judicial Court Fee Stamp of ₹ 300.00 (Rupees three hundred) only (non-refundable) are invited on behalf of the Governor of Meghalaya from the registered P.W.D. (Roads) Contractors Class-II of National Highway Circle, Shillong & Class-I of the State of Meghalaya for the under mentioned work.

Tenders shall be received in the Office of the undersigned upto 3:00 p.m. on 20th December, 2016 and opened on the same date at 3:30 p.m. If the last date of selling or receiving of tenders happens to be declared a holiday or otherwise; the next working day shall be deemed as the last date of selling or receiving of tenders as the case may be.

1. **Name of work:-** Construction of Aqueduct Channel along Lachaumi Hill Road (portion from Malki Point upto Lachaumi Water Reservoir including resurfacing of black topped surface from Malki Point upto the junction of Old Jowai Road near Loreto Convent School) (under Special Plan Fund).
2. **Amount :-** ₹ 1,39,50,000.00 (Rupees one crore, thirty nine lakh & fifty thousand only. (In Groups)
3. **Time of completion :-** 12 (twelve) months.
4. Contractors intending to purchase the tender document may do so @ ₹ 500.00 (Rupees five hundred) only per set (non-refundable) from 15th December, 2016 to 19th December, 2016 during Office hours and obtain a valid receipt thereof. The receipt is to be enclosed along with the tender document without which the tender shall not be accepted.
5. Tenderers are to enclose a valid copy of the Registration Certificate along with their tender document to justify their registration.
6. Tenderers are to enclose an Undertaking along with their tender document for the work; stating that when allotted, the same shall be executed by them only.
7. Non-Tribal contractors intending to submit tenders, are to enclose along with their tender document, a valid copy of the Trading Licence by Non-Tribals, otherwise their tender shall be rejected.
8. The cost of Stock Materials and hire charge of Machinery and T & P issued to the Contractor shall be recovered from the bills as per current issue rate of the Division.
9. Forest Royalty on minor minerals at current prevailing rates including any other taxes levied by the Government in the State of Meghalaya from time to time shall be recovered from the bills.
10. Meghalaya Value Added Tax on "Works Contract" at current prevailing rates levied by the Government from time to time shall be recovered from the bills.
11. Labour Cess @ 1% (one percent) levied by the Government in the State of Meghalaya shall be recovered from the bills.
12. Detailed particulars may be seen in the Office of the undersigned on all working days during office hours.

C. KHARMUDAI,

Executive Engineer, P.W.D. (Roads),
Shillong Central Division, Shillong.

Shillong, the 9th December, 2016.

NOTICE INVITING TENDER

No.CE/WRD/CS&T/2/2016-17/9.—Sealed Tenders, subsequently to be drawn up in M.P.W.D. F-2 form of Tender Agreement, duly affixed with non-refundable Court Fee Stamp of ₹ 2000/- (Rupees two thousand) only are hereby invited in 2 (two) Cover Bids System *i.e.*, Technical & Financial Bids by the undersigned on behalf of the Governor of Meghalaya from the Registered Class I contractors only of Water Resources Department of Meghalaya having requisite qualification for the under mentioned works and will be received in the Office of the Chief Engineer, Water Resources Department, Meghalaya, Shillong up to 2:00 p.m. on 29th December, 2016 and will be opened on the same date at 2:30 p.m. in the presence of the tenderers or their authorized representatives who so desire to be present. If the last date happens to be a holiday, the next working day will be considered as the date of receiving and opening of tenders.

The Detailed Tender papers may be obtained from the Technical Branch (Room No. 301), of the Chief Engineer's Office, Water Resources Department, Meghalaya, Cleve Colony, Shillong- 793003, upto 28th December, 2016 on payment of the requisite amount, in cash, as indicated against each work below (non-refundable) in cash during office hours on all working days from 11:00 a.m. to 3:00 p.m. The same may also be downloaded from the website of the Department (www.megwaterresources.gov.in) and be submitted to the Department alongwith Demand Draft of required amount (non-refundable) duly pledged in favour of the Chief Engineer, Water Resources Department, Meghalaya, payable at Shillong.

- A. (i) **NAME OF WORK:-** Construction of Headwork under Singwill FIP including diversion works, construction of head regulator and Supplying, fitting, fixing of steel sluice gates and ancillary works.
- (ii) **DIVISION :-** West Garo Hills Division.
- (iii) **LOCATION:-** Selsella Block, West Garo Hills.
- (iv) **APPROXIMATE VALUE:** ₹ 2,99,55,500/-
- (v) **COST OF TENDER PAPER :-** ₹ 2000/-
- (vi) **TIME OF COMPLETION :-** 10 (ten) months from the date of issue of Final Work order.
- (vii) **RATES:-** The rates are to be quoted AT PAR/ABOVE the MPWD Schedule of Rates for Roads and Bridges and E & D works for the year 2014-15 Tura Circle, PHE SOR for 2012-13 under Addl. C.E (PHE) Zone II, Garo Hills & Meghalaya Purchase Board for 2009.
- (viii) **EARNEST MONEY :-** Successful tenderers shall have to deposit Earnest Money @ 20% of tender value.
- B. (i) **NAME OF WORK:-** Construction of Headwork including diversion works, supply, fitting, fixing of gear operated counterweight type steel sluice gates, construction of u/s embankment with RCC TDC wall with back filling, boulder pitching, turfing, construction of RCC canal etc., under Daru FIP.
- (ii) **DIVISION :-** South West Garo Hills Division
- (iii) **LOCATION:-** Betasing Block, South West Garo Hills
- (iv) **APPROXIMATE VALUE:-** ₹ 25,27,08,440/-
- (v) **COST OF TENDER PAPER :-** ₹ 25,000/-
- (vi) **TIME OF COMPLETION :-** 16 (sixteen) months from the date of issue of Final Work order.
- (vii) **RATES:-** As per MPWD Schedule of Rates for Roads and Bridges and E&D for

2014-15 in Tura and Williamnagar Circle, PHE SOR for the year 2012-13 under ACE (PHE) Zone II, Garo Hills & Meghalaya Purchase Board 2009.

(viii) **EARNEST MONEY:-** Successful tenderer shall have to deposit Earnest Money @ 2% of tender value.

C. (i) NAME OF WORK:- Construction of Headwork including supplying, fitting, fixing of counterweight type steel sluice gates, diversion work etc., complete under Sanda FIP

(ii) **DIVISION :-** South West Garo Hills Division

(iii) **LOCATION:-** Dalu Block

(iv) **APPROXIMATE VALUE:-** ₹ 4,83,31,878/-

(v) **COST OF TENDER PAPER:-** ₹ 4,000/-

(vi) **TIME OF COMPLETION:-** 10 (ten) months from the date of issue of Final Work order.

(vii) **RATES:-** As per MPWD Schedule of Rates for Roads and Bridges and E & D for 2014-15 in Tura and Williamnagar Circle, PHE SOR for the year 2012-13 under ACE (PHE) Zone II, Garo Hills & Meghalaya Purchase Board 2009.

(viii) **EARNEST MONEY:-** Successful tenderer shall have to deposit Earnest Money @ 2% of tender value.

D. (i) NAME OF WORK:- Construction of Headwork including supplying, fitting, fixing of gear operated steel sluice gates including diversion work and construction of embankment etc., under Bokman FIP.

(ii) **DIVISION :-** South West Garo Hills Division

(iii) **LOCATION:-** Betasing Block

(iv) **APPROXIMATE VALUE:-** ₹ 1,20,32,408/-

(v) **COST OF TENDER PAPER :-** ₹ 1,000/-

(vi) **TIME OF COMPLETION :-** 10 (ten) months from the date of issue of Final Work order.

(vii) **RATES:-** The rates are to be quoted AT PAR/ABOVE the MPWD Schedule of Rates for Roads and Bridges works 4th Revision January, 2012 and PHE SOR for 2012-13 for Garo Hills Circle under ACE (PHE) Zone II, Garo Hills & Meghalaya 2009.

(viii) **EARNEST MONEY:-** Successful tenderer shall have to deposit Earnest Money @ 2% of tender value.

E. QUALIFYING CRITERIA:-

1. In case of Joint venture both the partners should submit Trading License and Labour Certificate.
2. The prospective tenderers should have satisfactorily completed during the last five years at least one work of similar nature and having a magnitude of 40% (price updated @ 10% per annum compoundable) of the project cost for which prequalification is sought for or currently executing satisfactorily at least 1 (one) work of similar nature and having completed billing not less than 40% of the value of the work for which prequalification is sought.
3. The prospective tenderers or any of their constituent partner should not have abandoned any work nor any of their contract work should have been rescinded during the last 5 (five) years.

4. The prospective tenderers shall have their own or furnish documentary proof for acquisition (hire/purchase) of plants and machineries to be utilized in the execution of work (supporting documents are to be enclosed).
5. The prospective tenderers or any of their constituent partners shall have requisite key personnel and quality control equipments for the execution of the work which will include Project Manager, site Engineer (supporting documents are to be enclosed).
6. The average annual turnover of the prospective tenderers or their constituent partner over the last 5 (five) years shall not be less than 40% (forty percent) of the project cost updated @ 10 % (Ten percent) per annum compoundable.
7. The working capital of the prospective tenderers or their constituent partners shall not be less than 10% (ten percent) of the project cost.
8. The available bid capacity of the prospective tenderers shall be more than the project cost which will be calculated as per provision of the bid documents.
9. Non-tribal contractors shall have to furnish valid Trading License from the respective Autonomous District Council of Meghalaya, while submitting their tender, otherwise the tenders will not be considered as valid.
10. Those who fulfill all the above conditions are only eligible to cast their tender.
11. The Chief Engineer, Water Resources, Meghalaya, Shillong, reserves the right to accept or reject any or all tender without assigning any reason thereof.

K. D. PHAWA,
Chief Engineer (WR)
Meghalaya, Shillong.

**MEGHALAYA PUBLIC SERVICE COMMISSION
SHILLONG**

Shillong, the 1st December, 2016.

No.MPSC/ADVT-38/1/2016-2017/43. - On behalf of the Government Departments concerned, Applications (**Off-line/On-line**) in the Commission's prescribed form AF-I are invited from genuine citizens of India who are desirous to apply as per the terms and conditions of this Advertisement for recruitment to the various categories of posts specified in the table below.

Application will be received up to 4:30 p.m. on 17th January, 2017 and no application will be entertained after the closing date.

PARA 1: LISTS OF POSTS

***** IMPORTANT :** It is mandatory for the applicant to have acquired the requisite educational qualification prescribed for the post, as on the last date fixed for submission of applications.

The date on which an applicant is deemed to have acquired the requisite educational qualification shall be the **Date on which the result of the last examination** for such qualification/degree is declared by the Universities / Board / Institutions.

Sl. No.	Name of Posts, Pay Scale and Required Qualification	No. of Vacancies	Age as on 1 st January, 2016
1.	Animal Husbandary & Veterinary Officer under the Animal Husbandary & Veterinary Department, Meghalaya. Rs. 17,000-470-20290-EB-560-25330-760-33690/-pm. 1. B. V. Sc. Degree in Veterinary Science from any recognized University. 2. He/She must possess recognized qualification included in the first or second Schedule to the Indian Veterinary Council Act, 1984 and registered with the State Veterinary Council/ Veterinary Council of India as laid down in Schedule II (a)	5	Candidates should not be less than 18 years and not more than 27 years of age. Upper Age limit relaxable by 5 years for SC/ST.
2.	Assistant Teacher for teaching English and Political Science, in Tura Public School, Tura under the Director of Higher & Technical Education, Meghalaya. Rs. 15,700-390-18430-EB-510-23020-690-30610/- pm. for Post Graduate holders and Rs. 14,700-370-17290-EB-480-21610-650-28760/-pm. for Graduate Holders plus usual allowances as admissible under the rules. Graduate with Honours in English with Political Science as one of the subject at Degree Level and having B. ED. Preference will be given to Post Graduate candidates in the subject with teaching experience preferably in the ICSE System and having B. ED.	1	Candidates should not be less than 18 years and not more than 27 years of age. Upper age limit is relaxable by 5 years for candidate belonging to SC/ST and upto 35 years for candidates employed in Govt. Aided Institutions and ICSE Schools. No age limit for candidates who are already in Govt. Service provided they entered service within the prescribed age limit.

3.	<p>Assistant Teacher for teaching Garo and History, in Tura Public School, Tura under the Director of Higher & Technical Education, Meghalaya.</p> <p>Rs. 15,700-390-18430-EB-510-23020-690-30610/- pm. for Post Graduate holders and Rs. 14,700-370-17290-EB-480-21610-650-28760/- pm. for Graduate Holders plus usual allowances as admissible under the rules.</p> <p>Graduate with Garo and History as subjects at Degree Level and having B. ED</p> <p>Preference will be given to Post Graduate candidates in the subject with teaching experience preferably in the ICSE System and having B. ED.</p>		Candidates should not be less than 18 year and not more than 27 years of age. Upper age limit is relaxable by 5 years for candidates belonging to SC/ST and upto 35 years for candidate employed in Govt. Aided Institutions and ICSE Schools. No age limit for candidates who are already in Govt. Service provided they entered service within the prescribed age limit.
4.	<p>16 (sixteen) posts of Statistical Assistants/ and 1 (one) post of Research Assistant under the different Departments of the Govt. of Meghalaya.</p> <p>Rs. 14,100-350-16550-EB-460-20690-620-27510/- pm.</p> <p>Graduate with Arts, Science Commerce with Mathematics, Statistics or Economics, as one of the subject in Degree Course.</p>	16+1 = 17	Candidates should not be less than 18 years and not more than 27 years. Upper Age limit is relaxable by 5 years for SC/ST. No Age limit for those already serving in Meghalaya Government provided they entered Service within the prescribed Age limit.
5.	<p>Journalist under the Office of the Directorate of Information & Public Relations, Meghalaya.</p> <p>Rs. 11,300-280-13,260-EB-360-16,500-500-22,000/-pm.</p> <p>Graduate in Arts/Science or Commerce from any recognized institutes. Candidates should have good command over English/Khasi/Garo and should be able to translate any matter from English to Khasi/Garo vice versa.</p> <p>Preference will be given to those candidates who are Diploma Holders in Mass Communication and Journalism.</p>	4	Candidates should not be less than 18 years and not more than 27 years Upper Age limit is relaxable by 5 years for candidates belonging to SC/ST. No Age limit for the candidates who have already enter State Government Service within the prescribed Age limit.

For persons with Physical Disabilities (PWDs) age is relaxable by 10 years (15 years for ST/SC) applicable to posts where reservation is admissible to PWD's as per Govt. Notification No. PER

(AR).150/88/Pt/282, dated 25th January, 2012.

The date of birth to be accepted by the Commission is as entered in the Matriculation/Secondary School Leaving Certificate/or a Certificate recognized by an Indian University as equivalent to Matriculation or an extract from the official Registers duly Certified by the proper authority of the Board of School Education. Proof other than these, will not be accepted by the Commission.

PARA 2: APPLICATION FORM

Application Forms (AF-I) alongwith MPSC Challan (for payment of Fee) are available free of cost, at the following locations:

- I. Office Counter of MPSC, Office, Headquarter, Shillong.
- II. MPSC Cell at Tura, Nongstoin, Jowai, Baghmara, Williamnagar & Nongpoh.
- III. Form & MPSC Challan can be also downloaded from the MPSC website viz., **www.mpsc.nic.in**

PARA 3 : FEE (Inclusive of Examination Fee) Non-Refundable.

Fee @ prescribed in the Table below is required to be paid on submission of the Application Form. This amount may be paid through MPSC Challan. The original copy of the Fee Challan (MPSC copy) should be attached with the Application Form.

Post Description	Amount of Fee	Remarks
For post at Sl. No. 1	460/-	Half the rate for SC/ST who are permanent resident of the State of Meghalaya
For posts at Sl. No. 2, 3, 4	350/-	
For post at Sl. No. 5	320/-	
For Persons with Physical Disabilities (PWDs). Application Fee is exempted subject to furnishing of Disability Certificate to the Commission. (as per Notification No.PER(AR).150/88/Pt.I/43), Dated 29 th April, 2015.		

PARA 4 : SUBMISSION OF APPLICATION

As already indicated candidates can submit their application through the following modes:-

1. Off-line Mode:

In this option candidates should present their applications completed in all respect at:

- i. Office Counter of MPSC, Office, Headquarter, Shillong.
- ii. MPSC Cell at Tura, Nongstoin, Jowai, Baghmara, Williamnagar & Nongpoh.

On any working day between 10:30 A.M. to 4: 30 P.M. till the last date.

Applications can also be sent by registered post so as to reach the Commission's Office at Shillong not later than the last date of the advertisement. The Commission will not be responsible for postal lost or transit delay.

2. On-line Mode:

Applicants may also apply online through the MPSC website viz., **www.mpsc.nic.in**. Kindly read the instruction on the web page carefully before applying on-line. Last date for on-line applications is **23:59 Hrs on 17th January, 2017**

CANDIDATES WHO WISH TO FILE APPLICATIONS ON LINE MAY FILE THROUGH CYBER CAFES AND COMMUNITY SERVICE CENTRES (CSC). IN DISTRICTS WHERE SUCH FACILITIES ARE NOT. AVAILABLE CANDIDATES MAY VISIT THE NEAREST NIC CENTRES WHERE THEY WILL BE ASSISTED BY THE NIC IN FILLING APPLICATIONS ON LINE.

Candidates who have already registered with the Commission's Website may log in and apply directly against the advertised vacancy/post of their choice.

PARA 5 : INSTRUCTIONS

- I. All application must be complete in all respects and accompanied with proof of payment of fee and enclosed with **One Window Envelope of 4 cms x 9 cms affixed with Rs. 5/- postage stamp.**
- II. Candidates are required to clearly indicate both the Division and percentage of marks in the column captioned "**Division/Percentage**" at Sl. No. 20 of AF-I Form.
- III. Incomplete application will be summarily rejected and no further correspondence will be entertained.
- IV. Government Employees may submit their application directly to the Office of the Secretary, Meghalaya Public Service Commission, Shillong in Form AF-I with separate request to their Heads/appointing authorities for "**PERMISSION/NO OBJECTION**" when called for Examination /Interview.
- V. Candidate must appear for Written Test/Interview at his/her own expenses.

PARA 6 : RESERVATION OF VACANCIES

As per Government policy. Further, where the vacancies are 9 (nine) or less than 9 (nine) all posts are reserved in favour of specified communities.

PARA 7 : COMMISSION'S DECISION ON ELIGIBILITY OF CANDIDATES

Only preliminary scrutiny of the applications and other aspects will be undertaken before proceeding to the next stage of the recruitment and 'therefore, the acceptance of candidature will only be provisional. Candidates are advised to carefully go through the eligibility criteria prescribed for each post such as educational qualification, age, physical standards etc. and satisfy themselves that they are eligible for the posts, before applying. After such scrutiny a "Proposed Rejection/Ineligibility List" shall be published and hosted in the Commission's website as well as in the Notice Board of the M.P.S.C. Office/Cells. A candidate is allowed 15 days time to file representation against such proposed Rejection. Copies of supporting documents will be sought only from those candidates who qualify for the Personal Interview. When detailed scrutiny is finally undertaken, if any claim made in the application is not found substantiated the candidature will be cancelled and the Commission's decision in this regard shall be final.

PARA 8 : METHOD OF SELECTION

The final selection/recommendation of suitable candidates against the vacancies notified in this Advertisement shall be made by the Commission through any of the following processes.

1. Typing Speed, English Composition and Stenography Test, in recruitment to post of Typist and Stenographer (All Grades) as the case may be.
2. Screening Test followed by Personal Interview.
3. Written examination followed by Personal Interview.
4. (i) Preliminary Screening Test (ii) Main Examination (iii) Personal Interview.
5. Personal Interview only.

Physical Efficiency Test (PET), wherever required and prescribed by the Service Rules shall be conducted by the Commission assisted by a Medical Board duly constituted for the purpose, in accordance with the norms/standards and such specification as prescribed under such Rules.

The Screening Test shall be applied/conducted by the Commission in respect of all recruitments to those posts where the method of selection/Syllabus has not been prescribed by the Service Rules. The objective of the test is to shortlist the number of eligible candidates in recruitments where the number of candidates is

disproportionately large compared to the available vacancies, **otherwise the selection of suitable candidates against the notified vacancies shall be made on the basis of personal interview.** The decision to hold or not to hold the Screening Test in any such recruitment shall lie with the Commission.

Written Examination shall be mandatory in respect of recruitments to posts where the Service Rules has specifically prescribed the conduct of such examinations. In such cases, the subjects, syllabus, total marks and pattern of examination shall be as notified by the concerned Government Department under such Rules. However, the Commission may, at its discretion, decide to hold Preliminary Screening Test in these categories of recruitment when the number of candidates is disproportionately large compared to the notified vacancies and on the basis of such Preliminary Screening Test, the number of candidates who shall be called to appear for the Written Examination shall not be more than 10 (ten) times the number of declared vacancies.

Screening Tests or Preliminary Screening Tests, where decided to be held, shall be Multiple Choice OMR based Tests. Such Tests shall be held for 350 Marks, on:

- (i) General English - 100 Marks (of the standard of the Qualification prescribed for the post).
- (ii) General Awareness & Aptitude - 150 Marks.
- (iii) Mathematics - 100 Marks (10th Standard).

On the result of such Screening Test/Written Examination the Commission shall call such number of candidates as it may think appropriate to appear for the Personal Interviews. The principle/policy followed by the Commission is that the ratio of the number of candidates called for interview to the vacancies should be limited to 1:2 to 1:5. In recruitments involving very few posts the ratio can be raised.

PARA 9 : DEBARMENT

(a) Candidates should make sure of their eligibility for the post applied for and that the declaration made by them in the format of application regarding their eligibility is correct in all respects. Any candidate furnishing incorrect information or making false declaration regarding his/her eligibility at any stage or suppressing any information is liable TO BE DEBARRED FROM APPEARING FOR, ANY OF THE EXAMINATIONS CONDUCTED BY THE COMMISSION, and summarily rejection of their candidature for this recruitment.

(b) The Commission is vested with the constitutional duty of conducting recruitment and selection as per rules duly maintaining utmost secrecy and confidentially in this process and any attempt by anyone causing or likely to cause breach of this constitutional duty in such manner or by such action as to violate or likely to violate the fair practices followed and ensured by the Commission will be sufficient cause for rendering such questionable means as ground for debarment.

(c) If any candidate is or has been found impersonating or procuring impersonation by any person or resorting to any other irregular or improper means in connection with his/her candidature for selection or obtaining support of candidature by any means, such a candidate, may in addition to rendering himself/herself liable to criminal prosecution, will be liable to be debarred permanently from any exam or selection held by the Service Commissions in the country.

(d) Canvassing Directly or Indirectly will Disqualify and Debar a candidate for a period of 5 (five) years for appearing in any Examinations/ Personal Interviews conducted by the Commission.

Secretary,
Meghalaya Public Service Commission,
Shillong.